

**Bob Holden**  
Governor



**Jacquelyn D. White**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
<http://www.oa.mo.gov/acct>

**James A. Carder**  
Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies

**FROM:** OA/Accounting

**DATE:** May 11, 2004

**RE:** Financial System Vendor File Processing Issues

Effective immediately, state agency faxes to OA/Accounting for vendor change requests, vendor deletion requests, or Vendor ACH/EFT Applications must be faxed in like groups. For instance, if you have three vendor change requests, two vendor deletion requests, and six Vendor ACH/EFT Applications, send three different faxes. One fax that includes the change requests, one fax that includes the vendor deletion requests, and one fax that includes the Vendor ACH/EFT Applications. Effective June 11, 2004, OA/Accounting will return any faxes to the sender that do not follow this procedure.

When state agencies send faxes to OA/Accounting at (573) 526-9813, the agency must have their fax machine set so that the sender's fax machine number displays when it is received by OA/Accounting or a return fax number needs to be included on the cover sheet submitted to us. If this information is not supplied to OA/Accounting and there is an issue that needs to be resolved prior to the action being taken in the SAM II Financial System, then OA/Accounting will not process the request. Due to budgetary cuts, OA/Accounting does not have the staffing to determine to whom these requests should be returned to if a return fax number is not included when it is transmitted to us. A state agency may have an Agency Customer Service Coordinator (ACSC) from their department call the OA/Accounting ACSC desk to coordinate sending a test fax to see if the agency fax machine(s) used to transmit requests to OA/Accounting includes the sender's fax machine number.

OA/Accounting also requests that agencies limit the number of pages included per fax to 10 pages. OA/Accounting retains the right to return any fax over 10 pages to the agency to fax again in groups of 10 pages or less.

During fiscal year end, state agencies often contact OA/Accounting and request that certain vendor requests be given priority processing to ensure that the agency can meet the established payment document deadlines. Agencies are strongly encouraged to implement procedures to ensure that the vendor numbers are added at the time the goods are procured when a purchase order is not entered into the system rather than when the invoice is received for payment. Priority processing requests will not be approved by OA/Accounting when the sole purpose supplied by the agency is to meet established payment document deadlines.

As a reminder, state agencies may require any vendor that is **not** a Missouri State Employee (SE Vendor Type), Missouri State Agency (GI Vendor Type), or miscellaneous vendor (MS Vendor Type) to register their company on the On-line Bid website following the registration instruction at [www.moolb.mo.gov](http://www.moolb.mo.gov). When vendors register through the OLB website, the vendor is responsible for updating their vendor information rather than a state agency. The only changes that must be done by a state agency for a vendor registered through OLB, is a change in vendor name or tax id or a delete. When a vendor registers or changes the vendor information on the OLB website, the vendor's information is updated in the statewide vendor file during the nightly cycle process.

Thank you for your assistance. Questions regarding this memorandum should be directed to your ACSC. The ACSC will contact OA/Accounting ACSC desk if the ACSC needs assistance.